



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY

August 15, 2024

DIVISION MEMORANDUM

No. 512, s. 2024

**ADDENDUM TO THE DIVISION MEMORANDUM # 507 s. 2024 Titled
CAPACITY BUILDING OF SCHOOL HEADS ON STRATEGIC LEADERSHIP
(CRAFTING OF THE SCHOOL'S ANNUAL IMPLEMENTATION PLAN/WORK &
FINANCIAL PLAN CY 2025)**

To: Assistant Schools Division Superintendent
Chiefs - CID and SGOD
Public Schools District Supervisors
School heads of Public Elementary and Junior-Senior High Schools
All Others Concerned

1. Relative to *Capacity Building of School Heads on Strategic Leadership (Crafting of the School's Annual Implementation Plan/Work & Financial Plan CY 2025)* on August 27-30, 2024, the field is informed that the venue will be at Nature's Village Resort, Bacolod City. *Please refer to Annex 1 of this Memorandum, for the list of participants that will also serve as their Travel Order.*

2. Assembly time will be **5:30 a.m.**, and departure will be **6:00 a.m.** The assembly place will be at the Sagay City terminal for those who opted for the Ceres bus accommodation.

3. The following are charging of expenses for this activity which are all subject to the usual accounting and auditing rules and regulations:

Expenses / Particulars	Participants	Amount	Source of Fund
Registration Fee Board and Lodging	School Heads & selected school staff	Php 6,800.00	School's MOOE
Transportation and other incidental expenses	School Heads & selected staff		School's MOOE
Board and Lodging, training materials, and transportation expenses	Project Management Team (non-teaching and related teaching participants)		Division HRD Fund

4. Other provisions of DM No. 509 s. 2024 shall remain in effect.

5. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such assessment on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

6. The widest and immediate dissemination of this memorandum is desired.

MARSETTE D. SABBALUCA, CESO-VI
Schools Division Superintendent

NOE B. ABDON
Administrative Officer V
In-charge of the Division

Encl: none

To be indicated in the Perpetual Index under the following subjects
Annual Implementation Plan Planning



Siteo Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph

List of Participants

Annex # 1

A. DIVISION LEVEL

Office of the Schools Division Superintendent

1. MARSETTE D. SABBALUCA, CESO V1, SDS
2. MARK ANTHONY J. TAN, OIC - ASDS
3. LUCENA R. SABAJAS, Administrative Officer V-TWG Panel-Budget
4. JOSIE R. REBOSQUILLO, Accountant III - TWG Panel - Accounting

Curriculum Implementation Division / Members of the District Planning Team

1. NENITA P. GAMAO, Chief Education Supervisor, CID
2. JONEL S. MANALE, PSDS
3. BENITO AQUINO, PSDS
4. GLENDA S. TAN, PSDS
5. ELEANOR LO, PSDS
6. GINA J. RADAN, PSDS
7. GLENDAMAE FLORES, PSDS - TWG Panel Member
8. ANALIE V. BUHAYAN, PSDS
9. MARILYN GAMBOA, PSDS
10. RICHARD T. RUBIN, PSDS
11. BENJIE BAUTISTA
12. FELICIANO MERCURIO, ALS - TA for organizing ALS classes
13. MARLON DUBLIN, Learning Resource - TA for Organization of Library of LMs in schools

School Governance and Operations Division

1. MA. THERESA Q. BINGCANG, Chief Education Supervisor, SGOD
2. JOSETTE P. BALANDRA, EPS - SGOD
3. ARACELI A. CRAUS - SEPS- P & R
4. BRENDA C. LABANGCO - PO III

Secretariat - PMT

1. FAITH DESALES - AO 2 (TA for Budget preparation)
2. LISETTE U. Cabalang - Health
3. NELSON GELLERA/JECEN DESPI, HRT&D
4. INGER PACHECO - M & E

B. SCHOOL HEADS


District 1	District 2	District 3
1.E. Adraneda	1. Lilibeth Ardo	1. Bato Central School
2.L. Lamason	2. Heide Lumayno	2. Nenita Logatiman
3.L. Yap	3. Isidora Jumayao	3. Cheryl Minor -TIC
4.G. Fuentesfina	4. Marites Iglesia	4. Dinah Tablan
5.J. Baja	5. Julius Juanico	5. Tisa Villaceran
Nothing follows	6. Flodeliza Saratobias	6. Reggie Batiller
	-nothing follows-	7. Mansueto Aguipo
		8. Joe Arvy Natan

District 4	District 5	District 6
1. Ma. Fe H. Cabillon	1. Old Sagay ES / Yvone Nair	1. Renante Sanchez
2. Ruel Magno	2. Eleazar Arellano	2. Noemi Osal
3. Renato Bauden	3. Haide Rublico	3. Juliet Gansan
4. Christine Modelo	4. Jaypee Santillan	4. Regielee Flores
5. Dennis Solivio	5. PR Katalbas 2 ES	5. Leonora Belacas
6. Roy Alberio	6. Arman Martorillas	6. Ramelo Lopez
7. Rey Martorillas	7. Robert Flores	7. Brian Villaceran
-nothing follows-	-nothing follows -	8. Alquiver Tapia

District 7	District 8	District 9
1. Andrea Jonota	1. Rosalie Delenia	1. Rene Encabo
2. Glenn Pedelo	2. Lito Opena	2. Jerson Donasco
3. Rosena Parcon	3. Cpo.Bago NHS & Manara Ext.	3. Roberto Basas
4. Marianne Lacuesta	4. Loramie Banyola	4. Wilyn Montano
5. Nova Zamora	5. Menalyn Borce	5. Ryan Alvarez
-nothing follows-	-nothing follows -	6. Jocelyn Ortega
		7. Bernie Florendo
		8. Alexander Lamason
		9. Jerry Zaragoza
		10. Ronnie Boy Sanipa

District 10	Additional Participants
1-2 Freddie Digno & Jade Vidal	1. Gracelle Marticio - ELMIS
3. Decelyn Doletin	2. Bato NHS
4. Amie Rose Villar	3. Aroebelle Pasamanero-SNHS
5. Rene Boy Lagoyo	4. Lassy De Los Reyes - ELMIS
6. Jessa Lobaton	-nothing follows-
7. Erlinda Pabuaya	
8. Jona Esmalla	
9. Joejie Sumugat	

Prepared by:



Araceli A. Craus, PhD
SEPS - Planning & Research

SGOD/8-12-2024